

CIVILIAN PERSONNEL PUBLICATIONS

This index lists DOD, Office of Personnel Management, selected pamphlets and similar publications applicable to Air Force civilian personnel. Unless otherwise noted, F requirements and/or requisitions for items contained in this index will be submitted to the AF Publications Distribution Center in the short title format.

<i>Short Title</i>	<i>Date</i>	<i>Title</i>	<i>OPR</i>	<i>Dist</i>
RI 20-59	Sep 93	Information for Annuitants	DPCC	F
RI 25-26	Jan 93	Information for Survivor Annuitants	DPCC	F
RI 25-27	Jan 93	Survivor Benefits for Children	DPCC	F
RI 30-13	May 93	Information for Disability Annuitants	DPCC	F
RI 70-1	Nov 94	1994 Enrollment Information Guide and Plan Comparison Chart for Federal Civilian Employees (PDO s can requisition from PDC)	DPCC	%
RI 70-5	Nov 94	1994 Enrollment Information Guide and Plan Comparison Chart for In- dividuals Eligible for TCC and Former Spouses Who Are Eligible to Enroll Under the Spouse Equity Law or Similar Statues (PDOs can requisition from PDC)	DPCC	%
RI 70-7	Nov 94	1994 Enrollment Information Guide and Plan Comparison Chart for Federal Civilian Employees in positions outside the continental U.S. (PDOs can requisition from PDC)	DPCC	%
RI 70-8	Nov 94	1994 Enrollment Information Guide and Plan Comparison Chart for Certain Temporary Employees (PDOs can requisition from PDC)	DPCC	%
RI 70-10	Nov 94	1994 Enrollment Information Guide and Plan Comparison Chart for Visually Impaired Federal Civilian Employees (PDOs can requisition from PDC)	DPCC	%
RI 71-3	1994	Alliance Health Benefit Plan (PDOs can requisition from PDC)	DPCC	%
RI 71-4	1994	American Postal Workers Union Health Plan. (PDOs can requisition from PDC)	DPCC	%
RI 71-5	1994	Blue Cross Blue Shield (Service Benefit) Plan (PDOs can requisition from PDC)	DPCC	%

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RI 71-6	1994	Government Employees Hospital Association Benefit Plan (PDOs can requisition from PDC)	DPCC	%
RI 71-7	1994	Mail Handlers Benefit Plan (PDOs can requisition from PDC)	DPCC	%
RI 71-9	1994	NALC Health Benefit Plan (PDOs can requisition from PDC)	DPCC	%
RI 71-11	1994	NTEU Health Benefit Plan (PDOs can requisition from PDC)	DPCC	%
RI 71-13	1994	Postmasters Benefit Plan (PDOs can requisition from PDC)	DPCC	%
RI 76-10	Jan 95	Assignment of FEGLI Insurance	DPCC	F
RI 76-12	Jun 94	Information for Civil Service Retirees About the Federal Employees' Group Life Insurance Program	DPCC	F
RI 79-2	Jun 92	Information for Civil Service Retirees and Survivor Annuitants About the Federal Employees Health Benefits Program	DPCC	F
RI 79-27	Jun 92	Temporary Continuation of Coverage (TCC) Under the Federal Employees' Health Benefits Program	DPCC	F

Retirement Facts Pamphlets

RI 83-001	Jun 94	The Civil Service Retirement System (CSRS)	DPCC	F
RI 83-002	Jan 95	Credit for Military Service Under the CSRS	DPCC	F
RI 83-003	Jun 92	Deposits and Redeposits Under the CSRS	DPCC	F
RI 83-004	Jun 92	Disability Retirement Under the CSRS	DPCC	F
RI 83-005	Apr 93	Survivor Benefits Under the CSRS	DPCC	F
RI 83-006	Jun 92	Early Retirement Under the CSRS	DPCC	F
RI 83-007	Jun 94	Computing Retirements Benefits Under the CSRS	DPCC	F
RI 83-008	Jun 92	Credit for Unused Sick Leave Under the CSRS	DPCC	F
RI 83-009	Jun 92	Refunds Under the CSRS	DPCC	F
RI 83-010	Apr 93	Voluntary Contributions Under the CSRS	DPCC	F
RI 83-011	Apr 91	Thinking About Retirement?	DPCC	F
RI 83-013	Jun 92	Information for Separating CSRS Employees Who Are Not Eligible for Immediate Annuity	DPCC	F
RI 83-16*	Jul 94	CSRS Preretirement Counseling & Seminar Guide	DPCC	F
RI 90-1	Jul 94	Federal Employees Retirement System	DPCC	F
RI 90-8	Mar 91	Information for FERS Annuitants	DPCC	F
RI 90-11	Jun 92	Information for Separating FERS Employees Who Are Not Eligible for An Immediate Annuity	DPCC	F
RI 90-12*	Oct 93	Information for FERS Survivor Annuitants	DPCC	F
RI 90-18	Jan 95	Information About Employment for FERS Annuitants	DPCC	F
RI 98-2	Dec 89	Information for FERS Disability Annuitants	DPCC	F

<i>Short Title</i>	<i>Date</i>	<i>Title</i>	<i>OPR</i>	<i>Dist</i>
AN 3690	FY 90	Sample Questions for Benefits Review, Tax and Legal Occupations, ACWA	DPCC	F
AN 3691	FY 90	Sample Questions for Writing and Public Information Positions, ACWA	DPCC	F
AN 3692	FY 90	Sample Questions for Business, Finance and Management Occupations, ACWA	DPCC	F
AN 3693	FY 90	Sample Questions for Personnel, Administration and Computer Occupations, ACWA	DPCC	F
AN 3694	FY 90	Sample Questions for Benefits Review, Tax and Legal Occupations, ACWA	DPCC	F
AN 3695	FY 90	Sample Questions for Law Enforcement and Investigation, ACWA	DPCC	F
CE-5	Dec 89	Reduction-In-Force	DPCC	F
CE-26	Jan 94	Interagency Placement Program	DPCC	F
CE-57	Jul 90	Reduction-In-Force Benefits Guide	DPCC	F
CE-991	Oct 90	Job Sharing for Federal Employees	DPCC	F
CEG-41	Jan 91	Administrative Careers with America	DPCC	F
COEP	Jul 80	Code of Ethics Poster	AFPOA/DPW	F
CONSULTANT	Bi-Weekly	The Federal Labor-Management and Employee Relations Consultant (One time ID-no stock)	AFPOA/DPW	X
QUALIFICATIONSTHDBK				
CSCHX118	Jul 93	Qualification Standards Handbook the General Schedule	DPCC	F
CSCHX118C	May 69	Handbook X118C, Job Qualification System for Trades and Labor Occupations	DPCC	F
CSCHX118-CAFSUP	Jul 74	AF Supplement to Basic CSCHX118C (Same as CSCHX118C)	DPCC	F
CSCQGTLJ	Aug 69	Internal Qualification Guides for Trades and Labor Jobs (1-17 included in reprint)	DPCC	F
CSCQGLT LJAFSUP	Jul 74	AF Supplement to Basis CSCQGTLJ (F as CSCQGTLJ) 14	DPCC	+
EOPWPVIV AHITFS	Feb 80	Employment of Persons with Physical (Including Visual and Hearing Impairments in the Federal Service)	DPCC	F
EOPWMRITFS	Feb 80	Employment of Person with Mental Retardation in the Federal Service	DPCC	F
FEDFACTS5	May 81	The Merit Promotion Policy	DPCC	F
FEDFACTS9	Jul 80	Maternity Benefits for Federal Employees	DPCC	F
FEDFACTS19	Dec 79	How Your GS Job is Classified	DPCC	F
FOCUS	Bi-Monthly	FOCUS on Federal Employee Health and Assistance Programs	DPCC	X
HOOGASOC	Annual	Handbook of Occupations Groups and Series of Classes	DPCC	F
HORAPM S720A	Mar 80	Handbook of Reasonable Accommodations	DPCC	F
HOSPOPWP AMHI-FCSE	Mar 79	Handbook of Selection Placement of Persons with Physical and Mental Handicaps in Federal Civil	DPCC	F

<i>Short Title</i>	<i>Date</i>	<i>Title</i>	<i>OPR</i>	<i>Dist</i>
HAFAPACS		Service Employment Hatch Act Facts About Political Action Committees (PACS)	AFPOA/DPW	F
WORKFORCEPERFORM IAN	Bi-Monthly	Workforce Performance	DPCC	F
OAEP10	Jun 83	Resource Allocation Plan Model for Special Emphasis Program Managers	DPCC	F
OF115	Oct 87	Requesting OPM Federal Investigations	AFPOA/DPW	F
OGE6	Jul 89	How to Keep Out of Trouble	AFPOA/DPW	F
ORSPP3		Vietnam Era and Disabled Veterans--A World of Federal Employment Opportunities	DPCC	F
OS 91-1	Feb 91	Pay Reform Brochure	DPCC	F
PS27	Jun 78	How to Write Position Descriptions Under the Factor Evaluation System	DPCC	F
FEDERAL STAFFING DIGEST	Quarterly	Federal Staffing Digest (One time ID-- no stock)	DPCC	X
OPM 1203-AL	Jan 90	Occupational Supplement for Health, Safety and Environmental Occupations	DPCC	F
OPM 1203-AN	Jan 90	Occupational Supplement for Business, Finance, and Management Occupations	DPCC	F
OPM 1203-AM	Jan 90	Occupational Supplement for Writing and Public Information Occupations	DPCC	F
OPM 1203-AO	FY90	Occupational Supplement for Personnel, Administrative and Computer Occupations	DPCC	F
OPM 1203-AP	FY90	Occupational Supplement for Benefits Review, Tax and Legal Occupations	DPCC	F
OPM 1203-AQ	FY90	Occupational Supplement for Law Enforcement and Investigation Occupations	DPCC	F
OPM 1203-AS	Jan 90	Administrative Careers With America (ACWA) Referral Form	DPCC	F
QAAAWA	Oct 90	Questions and Answers About Whistleblowers Appeals	AFPOA/DPW	F
QI-A	Feb 90	Qualifications Information State- ment for Personnel, Admin., & Computer Occupations	DPCC	F
QI-B	Feb 90	Qualifications, Information State- ment for Business, Finance, and Management Occupations	DPCC	F
QI-C	Feb 90	Qualifications Information State- ment for Benefits Review, Tax and Legal Occupations	DPCC	F
QI-H	Feb 90	Qualifications Information State- ment for Health, Safety, and En- vironmental Occupations	DPCC	F
QI-L	Feb 90	Qualifications Information State-	DPCC	F

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QI-W	Feb 90	ment for Law Enforcement and Investigations Occupations Qualifications Information State- ment for Writing and Public Information Occupations	DPCC	F
TFT	Quarterly	The Federal Trainer (One Time ID-- no stock)	DPCC	X
TSPBK01	Nov 94	Withdrawal Information Folder	DPCC	F
TSPBK02	Mar 95	Withdrawing Your TSP Account Balance	DPCC	F
TSPBK03	Aug 92	Thrift Savings Plan Investments: Options and Operations	DPCC	F
TSPBK04*	Jan 90 (revised)	Thrift Savings Plan Loan Program	DPCC	F
TSPBK05*	Mar 95	Thrift Savings Plan Annuities	DPCC	F
TSPBK06*	Jan 94	Comprehensive Tables of Annuity Rates	DPCC	F
TSPBK08*	Sep 90	Summary of the Thrift Savings Plan (revised) for Federal Employees**	DPCC	F
TSPBK09	Jul 94	TSP at a Glance	DPCC	F
TSPBK11	Dec 93	Information About Court Orders	DPCC	F
TSPLF01	May 90	"Start on the Right Track" leaflet	DPCC	F
TSPLF03	Sep 91	CSRS Leaflet ("Next Move is Up To You")	DPCC	F
TSPLF04	May 93	"You May Think the Thrift Savings Plan is Not for You" leaflet	DPCC	F
TSPLF05	May 94	"Understanding Your Thrift Savings Plan Participant Statement--FERS Participants" leaflet	DPCC	F
TSP-536	Nov 92	Important Tax Information About Payments From Your Thrift Savings Plan Account	DPCC	F
TSP-582	Dec 92	Tax Treatment of Thrift Savings Plan Payments Made Under Qualifying Orders	DPCC	F
TSP-583	July 93	Important Tax Information About Thrift Savings Plan Death Benefit Payments	DPCC	F
Fact Sheet OC94-15	Dec 94	Information About Your TSP Required Minimum Distribution	DPCC	F
Fact Sheet OC91-13	Jan 95	Annual Limit on Elective Deferrals	DPCC	F
Fact Sheet OC91-16	Jan 95	The Thrift Savings Plan and IRAs	DPCC	F
Fact Sheet OC94-6	Apr 94	Why TSP Contributions Are Capped at 10% for FERS Employees	DPCC	F
Fact Sheet OC94-7	Apr 94	Why TSP Contributions Are Capped at 5% for CSRS Employees	DPCC	F
Fact Sheet OC94-25	Nov 94	Using the Thrift Line	DPCC	F
UMCFPPAD	Nov 79	Upward Mobility: Considerations for	DPCC	F

<i>Short Title</i>	<i>Date</i>	<i>Title</i>	<i>OPR</i>	<i>Dist</i>
VPIFS	Sep 85	Program Planning & Development Veterans' Preference in Federal Service	DPCC	F
VRAQAAAA- POATVEV	Sep 85	Veterans' Readjustment Appointment Questions and Answers About a Program of Assistance of Vietnam Era Veterans	DPCC	F
WPS 1 A-9		Productivity Improvement through Employee Incentives	AFPOA/DPM	F
	Nov 94	Guide to Personnel Record Keeping	DPCX	F
	Dec 94	Guide to Processing Personnel Actions	DPCX	F
	Jun 94	SF-113 Guide	DPCX	F
	Sep 80	Incentive Awards	AFPOA/DPM	F
OPMJG- STL	Sep 68	Job Grading System for Trades and Labor Occupations (Blue Collar) (1-72)	DPCC	F

OPM OPERATING MANUAL CONVERSIONS

FPMSUP293-31		Basic Personnel Records and Files Systems	DPCC	F
OPMOPMAN1		The Guide to Personnel Recordkeeping	DPCC	F
FPMSUP293-33(OPM GUIDE)		Guide to Processing Personnel Actions	DPCC	F
(OPMOPMAN2)				
FPMSUP298-2		The 113 Summary Data Reporting System	DPCX	F
OPMOPMAN.3				
FPMSUP292-1		The Guide to Personnel Data Standards	DPCX	F
(OPMOPMAN4)				
FPMSUP298-1		The Central Personnel Data File Reporting System	DPCX	F
(OPMOPMAN5)		The Guide to the Central Personnel Data File	DPCX	F
FPMSUP351- 1AFSUP	Sep 91	Reduction-In-Force	DPCC	+
FPMSUP532- 1AFSUP	Feb 82	AF Supplement to FPMSUP 532-1 Federal Wage System (F as FMPSUP 532-1)	DPCC	+
FPMSUP830- 1AFSUP	Dec 89	AF Supplement to FPMSUP 830-1, CSRS and FERS Handbook to Personnel and Payroll Offices	DPCC	+
(OPMOPMAN6)		The CSRS and FERS Handbook for Personnel and Payroll Offices	DPCC	+
FPMSUP870- 1AFSUP	May 73	AF Supplement to FPMSUP 870-1 Life Insurance (F as FPMSUP 870-1)	DPCC	+
(OPMOPMAN7)		The Federal Employees Group Life Insurance Handbook for Personnel and Payroll Offices	DPCC	+
FPMSUP890- 1AFSUP	May 83	AF Supplement to FPMSUP 890-1 Federal Employees Health Benefits (F as FPMSUP 890-1)	DPCC	+
(OPMOPMAN8)		The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices	DPCC	+

<i>Short Title</i>		<i>Title</i>	<i>OPR</i>	<i>Dist</i>
DODM 1400.20-1	Sep 90	DOD Program for Stability of Civilian Employment, Policies, Procedures and Program Manual (ID made by DOD CRA--additional copies may be requisitioned from the PDC)	DPCC	+
DODM 1400.20-2	Nov 93	Counseling Manual for DOD Program for Stability of Civilian Employment (Requisitions may be submitted through publications distribution channels for issue to Civilian Personnel Offices only). (ID made by DOD CRA--additional copies may be requisitioned PDC) 1-8	DPCC	+
DODM 1400.20-3	Apr 80	DOD Program for Stability of Civilian Employment Program Evaluation Guidelines (ID made by DOD CRA additional copies may be requisitioned from the PDC)	DPCC	+
DOD Pamphlet 1400.20-1-P	Apr 93	DOD Program for Stability of Civilian Employment (DOD Displaced Employees Information & Entitlements Pamphlet)	DPCC	+

*Previous edition obsolete

** Previous Open Season Booklets and March 1989 Plan Summary obsolete

CHANGES		DODM1400.25CPM INSTL1-11 DODM1400.25CPM990-2 DODM1400.25CPM930I1 AF (AF Supplement to Inst 5)		
DODM 1416-8	Jan 90	Department of Defense Manual for Foreign National Compensation (reprinted with change 1)	AFPOA/DPM	F
DODM 1430.10-3	Jul 88	DOD-wide Civilian Career Program for General Intelligence Personnel (S&I Defense Intelligence Agency) (Attn: ACD) Wash DC 20301	DPCC	F
DODM 1430-10-7	Oct 79	DOD-wide Civilian Career Program for Automated Data Processing Personnel	DPCC	F
DODM 1430-11	Aug 78	DOD Civilian Career Knowledge Test Program	DPCC	F
DOD 1400.34-M	Aug 89	DOD Civilian Intelligence Personnel Management System (CIPMS Policies)	DPCC	F
DODM 5000-52	Nov 91	Career Development Program for Acquisition Personnel*DOD Irregularity Study Report indicated would be cancelled. Under revision, due out Jan 95	DPCC	F

PAMPHLETS

CAP11	Apr 75	When Injured at Work (PDOs may requisition from PDC)	DPCC	%
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<i>Short Title</i>	<i>Date</i>	<i>Title</i>	<i>OPR</i>	<i>Dist</i>
DEPARTMENT OF STATE				
SR	Apr 84	Standardized Regulations (Government Civilian, Foreign Areas)	AFPOA/DPM	X
GENERAL SERVICES ADMINISTRATION				
CFR3	Annual	The President (DPCs submit requests to HQ USAF/DPC)	DPC	+
CFR5	Annual	Administrative Personnel (DPCs submit requests to HQ USAF/DPC)	DPC	+
CRS		Commutated Rates Schedule for Transportation of Household Goods (F as JTRV2) (Previously FRMRA2) 102 104 107	AFPOA/DPM	+
SUP JTRVOL2	Oct 87	Joint Travel Regulations, DOD Civilian Personnel (Reprint includes changes 1-264)	AFPOA/DPM	+
CHANGES FTR		265-320 Federal Travel Regulations (41 CFR Chapters 301-304) (Previously FPMRA40)	AFPOA/DPM	+
RECINDED OR SUPERSEDED PUBLICATIONS				
CEEDG-650	Jan 90	Changed to CEG-41		
FEDFACS20	Jul 80	Merit System Principles and Prohibited Personnel Practices	AFPOA/DPM	F
FEKTROPA		Federal Employees--Know the Rules on Political Activity	AFPOA/DPM	F
MSPBDIGEST	Monthly	MSPB Digest (One time ID--no stock)	AFPOA/DPM	X
PAATFE	Jul 88	Political Activity and the Federal Employee	AFPOA/DPM	F
PMS751A	Mar 88	Taking Action on The Problem Employee	AFPOA/DPM	F
RI 79-23	Nov 90	A Guide to Substance Abuse Treat- ment Benefits Under the Federal Employees Health Benefits Program For 1991	AFPOA/DPM	F

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